



# ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

**POSITION:**

**Academic Advisor – Career**

**CCP 16** (12 Month, Full-Time, 35 hours per week, Tenure-Track Position)

**ANTICIPATED  
STARTING DATE:**

June 2015

**MINIMUM  
QUALIFICATIONS:**

A Bachelor's degree in a field closely related to this position's specialty along with at least one year of advising and counseling experience in an academic setting. The Academic Advisor is required to have demonstrated: an understanding of the mission of the community college, excellent interpersonal and communication skills, approachability with proven student advocacy skills, strong organizational and administrative skills with ability to manage projects to successful completion, and computer and technology proficiency; the ability to take initiative, work independently, plan, lead, and facilitate both small and large scale events, build and maintain relationships with students, faculty, staff, employers, and community members, and work with a culturally and ethnically and diverse student population.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their skills and experience have prepared them for the responsibilities of this position and by providing appropriate references.

**RESPONSIBILITIES:**

The Academic Advisor, under the supervision of the Director of Counseling & Advising, is responsible for both academic advising and career counseling in order to improve students' abilities to successfully achieve their career and educational goals. This will be accomplished through effective performance in: Advising students in selecting courses that meet educational and career goals; Explaining academic policies, procedures, and program requirements including course prerequisite requirements and sequencing of courses for successful program completion; Reviewing and interpreting test scores and other information to determine course placement; Promoting the use of and interpreting the results of career assessments in order to formulate an action plan related to students' career goals; Assisting students in understanding degree requirements and available advising resources, including technology and available self-service portals/programs; Providing information regarding potential academic major/career paths related to degrees and certificates; Monitoring student academic progress, identifying barriers to academic success, and addressing them appropriately, making referrals as necessary; Assisting with group orientations, advising/registration sessions (i.e., New Student Workshops); Explaining the college's registration process including financial aid and payment policies; Creating and maintaining academic advising & career resource materials including on the college website and print publications; Maintaining any job postings and marketing to students; Planning, marketing, and facilitating advising and career events and workshops; Training and communicating with faculty advisors on advising tools and practices; Producing regular reports outlining student engagement, events, accomplishments, project work, etc.; Adhering to FERPA guidelines and maintaining complete confidentiality of student records and other information of a confidential nature; Working closely with other academic advisors and staff in order to provide timely information which may affect academic or career advising; Developing collaborative relationships with faculty, staff, students and peers in professional associations; Cultivating relationships with employers, alumni, and community members in order to develop job and experiential learning opportunities; Creating career education programming; Maintaining collaborative efforts between the areas of the college including academic affairs, student services, and other departments; As necessary, supervise support staff, student workers, or interns who support the academic advising and career counseling program.

**PREFERRED  
QUALIFICATIONS:**

Candidates enrolled in or possessing a Master's Degree in Higher Education or Counseling from an accredited institution with two to five years of academic advising and/or career counseling experience in higher education is preferred.

**MINIMUM SALARY:**

\$52,208 annual, including a full State of Connecticut benefit package.

**TO APPLY:**

Submit letter of intent, resume, Board Application (found at [www.asnuntuck.edu](http://www.asnuntuck.edu) – Employment tab) to:

Asnuntuck Community College  
Human Resources – **JOB CODE: CAREER**  
170 Elm Street, Enfield, CT 06082  
Email: [AS-StudentServices-HR@asnuntuck.edu](mailto:AS-StudentServices-HR@asnuntuck.edu)  
Fax: (860) 253-3069

**APPLICATION  
DEADLINE:**

May 28, 2015

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.  
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information, or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Jill Rushbrook, Primary Title IX Coordinator (for students), [jrushbrook@asnuntuck.edu](mailto:jrushbrook@asnuntuck.edu) (860) 253-3068, and Cheryl Cyr, Secondary Title IX Coordinator (for faculty and staff), [ccyr@asnuntuck.edu](mailto:ccyr@asnuntuck.edu) (860) 253-3045, and Maki McHenry, Section 504/ADA Coordinator, [mmchenrv@asnuntuck.edu](mailto:mmchenrv@asnuntuck.edu) (860) 253-3021. Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.